

Senior Environmental Scientist (Supervisor)

Task Statements

1	Conduct scientific studies to research questions for the protection of public health, natural and agricultural resources, and the environment in compliance with applicable laws and regulations.
2	Design scientific studies to research questions and test hypotheses for the protection of public health, natural and agricultural resources, and the environment in compliance with applicable laws and regulations.
3	Gather information for the design and planning of scientific studies for the protection of public health, natural and agricultural resources, and the environment in compliance with applicable laws and regulations.
4	Prepare and/or review environmental and scientific documents in compliance with various State and federal laws (e.g., California Environmental Quality Act [CEQA], Clean Water Act).
5	Collect data through use of scientific sampling techniques and equipment in accordance with project objectives and study protocols.
6	Conduct literature and/or archival research (e.g., internet, library) to retrieve and compile information and data pertinent to projects and environmental goals and objectives.
7	Analyze samples and data for the purpose of regulatory action or compliance, enforcement, and/or agency objectives.
8	Summarize data and information obtained from various sources (e.g., research studies, databases, investigations, environmental sampling, scientific analysis, geographic data) into reports to ensure accurate and clear documentation of results.
9	Conduct inspections, evaluations, investigations, or interviews to ensure compliance with statewide laws, regulations, and/or agency objectives.
10	Select and/or develop environmental sampling techniques, tools, methods, and equipment to address program and research needs.
11	Assess the potential for environmental impact of projects to ensure public health and safety and compliance with applicable laws and regulations.
12	Develop, review, and track project budgets to ensure that projects remain within budget and performance standards are met.
13	Develop and oversee consultant services (e.g., data/sample collection, research) contracts which support the department's programs and objectives.
14	Review compliance with permits to ensure activities are in accordance with applicable laws and regulations.
15	Make recommendations regarding environmental issues based upon the best available scientific findings.

16	Analyze scientific data and technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) to prepare summaries and other documentation for research and regulatory purposes.
17	Analyze and make recommendations regarding the effectiveness and/or efficiency of programs and/or procedures.
18	Review and edit written documents (e.g., scientific and technical reports, project recommendations, restoration plans, program guidelines) to ensure proper content, consistency, completeness, and accuracy.
19	Prepare and write technical documentation (e.g., scientific and technical reports, regulatory permits, program guidelines, policies, draft regulations) for planning or compliance activities, data analysis, and/or environmental impact assessments.
20	Write correspondence (e.g., letters, memos, emails) to staff, management, the public, and other stakeholders to communicate scientific and technical information.
21	Write and edit environmental documents as part of the project planning process to ensure compliance with State, federal, and local laws and regulations.
22	Deliver oral presentations concerning environmental issues to inform interested parties.
23	Represent the department/agency by appearing before other governmental, legislative, public, and private entities to communicate program activities, progress, and priorities.
24	Perform outreach efforts at public events (e.g., community forums, organizations, conferences, school groups) in order to convey information about departmental programs, projects, and objectives.
25	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
26	Consult with and/or advise other agencies and institutions engaged in environmental analysis, management, planning, regulation, investigation, evaluation, and/or research to ensure compliance with environmental laws, regulations, and/or agency objectives.
27	Advise management on the relevance of projects in relation to agency/departmental objectives.
28	Serve as a project lead on environmental projects including assigning tasks, updating management, and meeting deadlines.
29	Conduct project planning to include risks, alternatives, deliverable deadlines, budgets, and resources needed to achieve program goals and objectives.
30	Prepare work plans including the development of goals, timelines, objectives, tasks, and identifying resources needed to complete the project.

31	Participate in and/or organize public workshops and conferences to report on the progress of projects, educate the public on programs, and obtain public comment.
32	Provide technical expertise and recommendations in the areas of environmental science to staff, management and outside agencies to assist in the development and analysis of programs and projects.
33	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information.
34	Analyze and evaluate the effectiveness of projects (e.g., assessing the effectiveness of project methodology, reviewing the results of a project completion strategy) to gauge project success.
35	Develop partnerships at local, State, and federal levels to implement and integrate data systems and provide access to involved stakeholders and other interested parties.
36	Perform interdisciplinary coordination with departmental/agency staff, consultants, facilitators, other agencies, or other interested parties.
37	Develop and provide educational materials to stakeholders (e.g., local agency staff, regulated community, community groups) to clarify program's purposes and requirements.
38	Assign and delegate work to subordinate employees to ensure the agency/department operates effectively.
39	Conduct interviews with candidates for employment to ensure new employees hired into the unit/branch meet qualifications required of the job position.
40	Identify and propose positions necessary for the unit/branch to ensure adequate staffing to meet the needs of the agency/department.
41	Administer provisions of collective bargaining agreements to ensure compliance in the course of supervising represented employees.
42	Involve subordinate staff in decision making process to achieve support for decisions.
43	Monitor and evaluate the work of subordinate employees to ensure that it meets quality, quantity, and timeliness standards.
44	Determine the need for appropriate disciplinary action (e.g., progressive discipline) for employees in the unit/branch to correct performance issues and foster a productive workplace.
45	Plan and implement measures to improve employee performance such as providing coaching and feedback, determining training needs, communicating expectations, using reporting protocols, and implementing the disciplinary process.
46	Resolve disagreements and conflicts between staff members in order to achieve a productive work environment.
47	Document employee performance using performance evaluations and/or probationary reports to assist in staff development and record improvement opportunities, staff accomplishments and occurrences of noncompliance.

48	Mentor and guide staff in developing solutions to problems and issues relating to unit/branch.
49	Determine and establish priorities and service levels for staff in order to meet both long-term objectives and the short-term demands of the unit/branch.
50	Collaborate with Human Resources office and Legal office to determine the need for appropriate disciplinary action for employees in the unit/branch to ensure satisfactory performance of employees.
51	Collaborate with other units (e.g., Office of Civil Rights, legal office, Human Resources) on Equal Employment Opportunity issues.
52	Provide training for subordinates to ensure project work is completed as intended.